

# Workshops

## May 2016

★ **Heber Employment Center**  
69 N. 600 W., Suite C • Heber City  
435-654-6505

★ **Park City Employment Center**  
1960 Sidewinder Dr. #103 • Park City  
435-649-0921

Register for  
reserved seating.  
Walk-ins  
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills		
OPEN RESUMÉ & INTERVIEWING LAB:		LOCATION:
May 4	2:00 PM–4:00 PM	Park City
May 5	2:00 PM–4:00 PM	Heber
JOB SEARCHING WITH TECHNOLOGY:		
May 20	2:00 PM–4:00 PM	Park City
May 26	2:00 PM–4:00 PM	Heber
NETWORKING STRATEGIES:		
May 13	2:00 PM–4:00 PM	Park City
May 19	2:00 PM–4:00 PM	Heber
EMPLOYMENT ESSENTIALS:		
May 6	9:00 AM–11:00 AM	Park City
May 19	9:00 AM–11:00 AM	Heber
*LINKEDIN #1:		
Please call to schedule an appointment.		

**OPEN RESUME & INTERVIEWING LAB:** Learn to be confident in an interview. Bring your current resumé and/or job history to this workshop and partner with a professional who will help you make your resumé work for you. Mock Interviews will be offered during this lab.

**JOB SEARCHING WITH TECHNOLOGY:** Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.

**NETWORKING STRATEGIES:** Learn how to design and implement a networking plan.

**EMPLOYMENT ESSENTIALS:** Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

**LINKEDIN #1:** Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

*\*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.

Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.